

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO.

1158

PAGE  
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE AVIATION ADMINISTRATION		Legal Office
AGENCY		DIVISION
Item No.	Description	Retention
	<u>Legal Office</u>	
1	Claims/Litigation Records  Legal proceedings/hearings entered into by or on behalf of Administration.	Transfer to Hall of Records one (1) year after settlement of claim/litigation; retain permanently.
2	State intervention in U.S. Department of Transportation proceedings  Official position documents/papers of State of Maryland entered into by the Administration in air service regulatory activity before the U.S. Department of Transportation.	Transfer to Hall of Records one (1) year after Docket becomes inactive, retain permanently.
<p><u>NOTE:</u> Record Material - Any material (regardless of its physical form) received or created in connection with the transaction of public business of a State Agency or office, which may include papers, books, punched cards, magnetic tapes, photographs, maps, film, sound recordings, or other documentary materials.</p> <p>Non-Record Material consists of any materials created or acquired solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications, and reproduced documents. Common types of non-record material include pamphlets, manuals, extra copies of reproduced directives, circular letters; extra copies of documents maintained for convenience, such as reading, tickler, and suspense file copies of correspondence; work papers, such as drafts of letters or memoranda, shorthand notes and notebooks that have been transcribed; and other temporary papers used to control internal work in progress.</p>		

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

12-02-87

Date

Signature

Chief,  
Administrative  
Services

Title

Date

State Archivist